

[THIS LETTER IS REQUIRED ONLY FOR STATE DEPARTMENT CONCEPT PAPERS THAT ARE FOR A LOCAL AREA AND NOT STATEWIDE.]

**SAMPLE
“FOR LOCAL BENEFIT”
CONCEPT AND ACCEPTANCE OF GRANT**

(PREPARED ON LOCAL AGENCY LETTERHEAD)

Christopher J. Murphy
Deputy Director
Office of Traffic Safety
7000 Franklin Boulevard, Suite 440
Sacramento, CA 95823

Subject: (Name of Project and State Agency Applying for Grant)

Dear Mr. Murphy:

As required by federal statute, this letter shall serve as documentation that the city/county of _____ (choose one of the following)

- has requested the benefits of the (insert the project name) as part of its highway safety program.
- or
- consents to the (insert the project name) and accepts the work, goods, and/or services provided through the project.

If you have any questions, or require additional information, please call (name and title) at (telephone number).

Sincerely,

(Signature, typed name, and title)

[THIS LETTER IS REQUIRED ONLY FOR STATE DEPARTMENT CONCEPT PAPERS THAT ARE FOR A LOCAL AREA AND NOT STATEWIDE.]